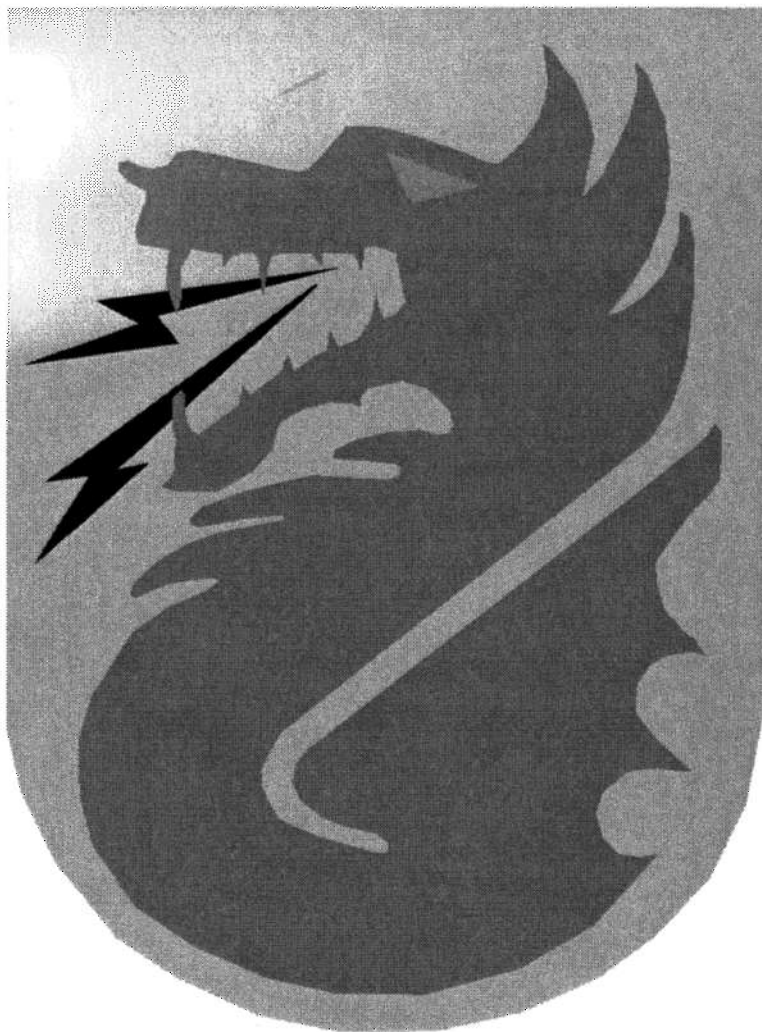


5th SIGNAL COMMAND



Optiset NI-1200 Quick Reference Guide

SIEMENS

Optiset NI-1200 Quick Reference Guide

Introduction to the Optiset NI-1200

Your Optiset NI-1200 terminal contains keys, indicator lights, faceplate labels, and conventional telephone components that enable you to place and receive calls and operate the features that are available through the terminal. These operating components are identified in Figure 1.

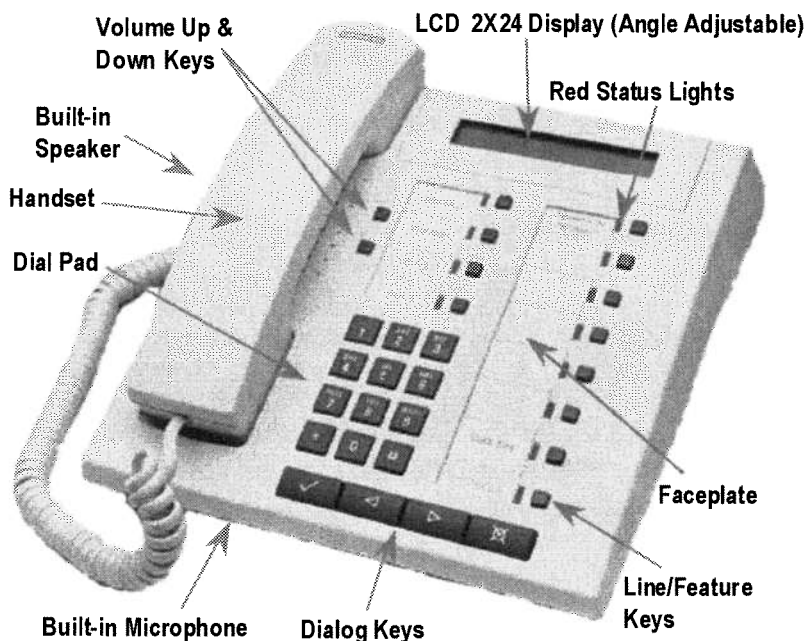


Figure 1 - Optiset NI-1200 Terminal Operating Components

Please take a few minutes to study this illustration and familiarize yourself with the operating components. This will help you to better understand the instructions and learn the procedures in this Quick Reference Guide.

Assumptions

The phone is programmed with at least the following features:

1. Line Hold Mode
2. Menu Active
3. One Feature Key Per Line Appearance
4. Conference/Transfer Feature Keys
5. Drop last Party Key
6. Call Forward Key
7. Speaker Key

Disclaimer

This guide presents only one procedure to accomplish an action. In many situations there are multiple methods to accomplish a given action.

This guide supports the operation of activation and deactivation via one button or dialog Optiset menu along with feature activation and deactivation using access codes.

Operating Components

Display

The display on your Optiset terminal presents up to 2 lines of information of up to 24 characters each. The information presented depends on the current state of the terminal and of any calls associated with the terminal. At appropriate times, the display presents menu selections that can assist you in handling calls. When multiple menu selections are available to you, the display contains the ◀▶ symbol to let you know that you can scroll through the selections. Using the ◀ and ▶ dialog keys at the bottom of the terminal, you can display each of the available menu selections. When you find the selection you want to activate, press the ✓ dialog key.

Dialog Keys

Along the bottom edged of your Optiset terminal's faceplate are four dialog keys. These keys are called dialog keys because they enable you to communicate with the terminal in response to menu options presented to you in the display. If the display contains the ◀▶ symbol in the lower right corner, then a selection of menu options is available to you. By using the ◀ and ▶ dialog keys, you can scroll backward and forward, respectively, through the menu until the item you want to activate is displayed. Then press the ✓ dialog key to select the item.

Pressing the ☒ dialog key exits the menu without your having to make a selection.

Handset

Your Optiset terminal is equipped with a standard telephone handset. Basic call handling (placing and answering calls) can be initiated by simply lifting the handset from its cradle.

Dial Pad

The dial key pad on your Optiset is a conventional telephone keypad. It is used for placing or forwarding calls, as well as for entering certain codes during setup of the terminal.

Line/Feature Keys

Your Optiset terminal is equipped with 12 programmable line/feature keys, arranged in two banks. Four keys appear above the dial pad; the other 8 keys appear in the bank to the right of the dial pad. Your Optiset may be equipped with one or two Key Expansion Units. Each Expansion Unit adds 16 additional keys in two rows of 8 keys each. The person who set up your terminal already should have made line and feature assignments for these keys.

Status Lights

Associated with each feature/line key is a status light. The lights that are associated with line keys, by the way they light, indicate the state of the line as follows:

Flash Rate

Off
On steady
Wink
Flash
Blink (faster)

Line Status

Available for call.
Line in use, or Privacy invoked
EKTS associated line in use.
(faster than Ringing. Wink)
On hold.

Faceplate Labels

Associated with the feature/line keys are paper faceplate labels, protected by removable plastic covers. The person who set up your Optiset terminal should already have filled in these labels with the appropriate telephone numbers and feature names. However, should you need to change a label, insert a pin or paper clip into the small hole at the bottom of the plastic cover and lift the cover off the terminal. After correcting the paper label, replace the plastic cover by inserting the two small tabs at each end of the cover into the corresponding slots in the face of the terminal.

Speaker

Your Optiset terminal is equipped with a speaker, located in the cradle under the handset. This speaker, together with the built-in microphone, permits hands-free call handling and sharing of calls with other persons in the immediate vicinity of the terminal. Calls may be placed or answered, without lifting the handset, by simply pressing either the Speaker key or the appropriate line key. To end a speaker call, press the Speaker key at the end of the conversation. If you are engaged in a handset call and you wish to share the call with other persons in the vicinity while the far-end party hears only you, press the Speaker key and continue using the handset. If you want the far-end party to hear other persons in the vicinity of the terminal, hang up the handset while the speaker is activated. To end the call, press the Speaker key again.

Microphone

A microphone is built into the bottom of your Optiset terminal. Working in conjunction with the built-in speaker, the microphone allows you to place and receive calls without using the handset. Be sure that the terminal is placed on a hard surface so that nothing blocks the microphone. If your terminal is used in an unusually noisy environment, you may have to use the Mute key to prevent the microphone from picking up local noise and making it hard to hear the far-end party.

Volume Up/Volume Down Keys

The two keys marked "+" and "-" are used to adjust the volume of the ringer and of the sound received through the speaker and the handset. To adjust the ringer volume, *while an incoming call is ringing*, press the "+" key to increase the volume or the "-" key to decrease the volume. The display indicates the current relative volume level, as well as a menu option for saving the indicated level. To save the indicated volume level, press the ✓ dialog key. To adjust the volume of the handset or speaker, *during a call or while listening to dial tone*, press the "+" key to increase the volume or the "-" key to decrease the volume. The display indicates the current relative volume level, as well as a menu option for saving the indicated level. To save the indicated volume level, press the ✓ dialog key.

Step-By-Step Feature Operating Instructions

Feature	Procedure (Steps to Follow)
Make a Call	<ol style="list-style-type: none"> 1. Lift the handset or Press the Speaker key. 2. Wait for dial tone. 3. Dial the number you want to call.
Answer a Call	<ol style="list-style-type: none"> 1. Lift the handset or Press the Speaker key or Press the Dialog √ key when display shows <i>Answer Call?</i>
Answer a Call on a 2nd Call Appearance	<ol style="list-style-type: none"> 1. Press the flashing line key. The active call is placed on hold.
Place a Call on Hold	<ol style="list-style-type: none"> 1. Press the Hold key or Press the Dialog key when display shows <i>Hold?</i>
Return to a Held Call	<ol style="list-style-type: none"> 1. Press the Call Appearance key or Press the Dialog √ key when display shows <i>Retrieve line 1?</i>
Intercom Calls	<ol style="list-style-type: none"> 1. Press Intercom key.
Redial Last Number (Using Dialog Key)	<ol style="list-style-type: none"> 2. Press the Dialog ▷ key until display shows <i>Redial #?</i> 3. Press the Dialog √ key to begin the Last Number Redial feature.
Transfer a Call	<ol style="list-style-type: none"> 1. Press the Transfer key. 2. Select a line (if one wasn't selected automatically). 4. Dial the number you want to reach. 5. Announce the call transfer. 6. Press the Transfer key again. 7. Hang up
Conference a Call	<ol style="list-style-type: none"> 1. Press the Conference key. 2. Select a line (if one wasn't selected automatically). 3. Dial the number you want to reach. 4. Press the Conference key again to complete the conference.

Back out from making a Transfer or Conference	<ol style="list-style-type: none"> 1. Follow steps 1-3 from above. 2. DO NOT PRESS the Transfer/Conference key again. 3. Press the Dialog √ key when display shows <i>Cancel conference?</i> 4. Press the Transfer/Conference key to start the process again.
Back out from completing a Transfer or Conference (Third Party is Connected, Ringing, or Busy)	<ol style="list-style-type: none"> 1. Follow steps 1-3 from above. 2. DO NOT PRESS the Transfer/Conference key again. 3. Press the Dialog ▷ key until display shows <i>Release this call?</i> 4. Press the Dialog √ key and connect with first party again. 5. Press the Transfer/Conference key to start the process again.
Activate Call Forward	<ol style="list-style-type: none"> 1. Press the line key to be forwarded. 1. Press the Call Forward key and dial the number where you wish your calls to be forwarded to. 2. Wait for answer (if required). 3. Hang up.
Reactivate Call Forward	<ol style="list-style-type: none"> 1. Press the line key to be forwarded 2. Press the Call Forward Key once 3. Press the Call Forward Key once 4. Hang Up
Deactivate Call Forward	<ol style="list-style-type: none"> 1. Press the Call Forward key once.
AUTO CALLBACK	<p>When the line is Busy:</p> <ol style="list-style-type: none"> 1. Hang up 2. Press the line key. 3. Dial 161 and listen for instructions. 4. Hang up <p>When the line is Free:</p> <p><i>The phone will alert with a special ring. The system will attempt to call the monitored line. If the line is busy again, the 'Request denied, try again later' will be displayed.</i></p>

Activate Privacy	1. Press the Privacy key or Press the Dialog \checkmark key when the display shows <i>Activate privacy?</i>
Deactivate Privacy	1. Press the Privacy key again or Press the Dialog \checkmark key when the display shows <i>Cancel privacy?</i>
Call Pickup	1. Press line key. 2. Dial 10.
Set Date and Time	1. Press \triangleright to scroll to <i>Set date?</i> 2. Press \checkmark to select. 3. Use dial pad to enter date. 4. Press \checkmark to save date entry. 5. Press \triangleright to scroll to <i>Set time?</i> 6. Press \checkmark to select. 7. Use dial pad to enter time. 8. Press \checkmark to save time.
Use Speed Dial Button	1. Press the pre-programmed key.
System Speed Dial (8 Entries)	1. Press line key 2. Dial index number (2 – 9).
Update System Speed Dial (8 Entries)	1. Press line key. 2. Dial 17. 3. Dial Index Number (2-9) 4. Dial speed dial number. 5. Hang up .
System Speed Dial (30 Entries)	1. Press line key 2. Dial index number (20 – 49).
Update System Speed Dial (30 Entries)	1. Press line key. 2. Dial 19. 3. Dial index number (20 – 49). 4. Dial speed dial number. 5. Hang up .
Adjust the Volume of the Ringer, Speaker and Handset	During a call or while listening to ringing: 1. Press (+) volume up to increase OR 2. Press (-) volume down to decrease. 3. Press \checkmark to save setting. 4. Press \otimes to return to previous volume.

Malicious (Trace-ID)	<ol style="list-style-type: none">1. Press line key.2. Press Malicious (Trace-ID) key3. Follow Instructins4. Hang up.
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System Speed Dial 8 Entries Information

INDEX	NUMBER
2	
3	
4	
5	
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8	
9	

System Speed Dial 30 Entries Information

INDEX	NUMBER
20	
21	
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32	
33	
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